

SUBJECT GROUP 1700-1799 MORALE AND PERSONAL AFFAIRS

20 MAR 2000

SUBGROUP 1771 - CASUALTIES

- Ref: (a) OPNAVINST 1770.1 Series
 (b) MILPERSMAN 1770-010 through 1770-230
 (c) BUPERSINST 1770.3 Series
 (d) COMNAVREGMIDLANTINST 1771.1 Series

1771.1 Casualty Assistance Calls/Funeral Honors Support

a. By reference (a), COMNAVREG MIDLANT is assigned as the Casualty Assistance Calls/Funeral Honors Support Program Coordinator for the states of Virginia, West Virginia, Pennsylvania and Delaware as well as certain counties in North Carolina, Kentucky, and Maryland.

b. In accordance with reference (b), the Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program provides for the notification and subsequent liaison/assistance, as appropriate to each type casualty, to the family of each person in the Naval service who becomes a casualty while on active duty, active duty for training or inactive duty training. The type of notification (i.e. "by the most expeditious means" or "personal by a uniformed Navy representative") and responsibility therefore is dependent upon the type of casualty and, in the case of seriously ill or injured, place of hospitalization.

c. In addition, reference (a) requires that a Casualty Assistance Calls Officer (CACO) be designated to assist the primary and secondary next of kin of members who die or become Duty Status Whereabouts Unknown (DUSTWUN) or missing while on active duty or active duty for training. Although personal notifications of casualties are normally withheld during the hours of 2400 through 0600, every effort shall be made to accomplish personal notification as soon after 0600 as possible, especially in cases when the casualty occurs on the previous evening. Reference (b) prescribes command reporting requirements and responsibilities. CACO responsibilities and guidelines are contained in reference (c). Reference (d) delineates policy for administering the CAC/FHS within COMNAVREG MIDLANT's area of responsibility.

1771.2 Very Seriously Ill/Injured, Seriously Ill/Injured Coordination. Based on the location of hospitalization of service member, reference (b) designates responsibility for notification of primary and secondary next of kin by the most rapid means of communication, as follows:

HOSPITALIZED INRESPONSIBILITY FOR NOTIFICATION

Naval Hospital

CO, Naval Hospital

Non-Navy Hospital - OVERSEAS

COMNAVPERSCOM

20 MAR 2000

Non-Navy Hospital - CONUS	Command holding service record
Deployed ships & squadrons	COMNAVPERSCOM
Navy or Non-Navy Hospital OVERSEAS or CONUS as result of Naval Disaster/Accident	COMNAVPERSCOM

1771.3 The following procedures are prescribed for:

a. Accidents Involving Ships Fleet Personnel

(1) In connection with accidents on board ships not involving activities of the Naval Station, SOPA will decide action to be taken.

(2) When casualties occur on board ships in the Shipyard involving Shipyard equipment and personnel, NAVSHIPYD Norfolk will normally take action.

(3) All accidents involving loss of life, other accidents or incidents that are of sufficient importance to be of public interest, will be reported immediately upon occurrence to SOPA (ADMIN) HAMPTON ROADS, SOPA HAMPTON ROADS, SUB-AREA SOPA and SUB-AREA SOPA (ADMIN).

(4) When persons of the naval service are DUSTWUN, the appropriate Medical Officer will be furnished, in duplicate, certified copies of the Standard Form 88, "Report of Medical Examination," and Standard Form 603, (Dental Examination and Treatment) together with any other available descriptive information that will aid in expediting identification and disposition of the remains.

(5) Attention is invited to Forces Afloat Accident Reporting Procedures contained in OPNAVINST 3040.6 series.

b. CAC/FHS Responsibilities for Ships in Port in Hampton Roads Area

(1) Ships will assume CAC/FHS responsibility for deceased, DUSTWUN, or missing members of their command when the NOK resides locally. If a ship is deploying within six weeks or prior to completion of Casualty Assistance Calls Program (CACP), the commanding officer will ensure the case is referred to the appropriate type commander for reassignment of CACP.

(2) Initiate Personnel Casualty Report (PCR) required by reference (b). PCR should be released, IMMEDIATE precedence, within four hours of casualty. Under item GOLF - state time, date and by whom personal notification was effected, if applicable. Under item KILO - e.g. "KILO COMNAVREG MIDLANT CACP assumed by this command. CACO is: (rate/rank, name, office and home telephone numbers.)"

20 MAR 2000

(3) Make voice report and fax Page 2 and SGLI Election Form to Regional Coordinator at 757-444-2767 24-hrs a day.

(4) Make voice report (1-800-368-3202, 24-hrs a day) and fax Page 2 and SGLI Election Form to COMNAVPERSCOM at 901-874-6654 during working hours (after hours fax 901-874-2652).

(5) When the next of kin resides outside the local area, contact COMNAVREG MIDLANT CAC/FHS Coordinator for assignment of CACO and to effect personal notification to the next of kin. Upon request COMNAVREG MIDLANT will assist commands in passing information by telephone to appropriate coordinators. After 1600, contact COMNAVREG MIDLANT CDO at pager 757-860-8731, or COMNAVPERSCOM at 1-800-368-3202.

(6) Strict adherence is directed to the provisions of reference (b), paragraph 6, item PAPA, concerning the assignment of JAG Manual Investigation and subsequent progress status reports in all cases of death from other than natural causes.

c. CAC/FHS Responsibilities for Deployed Ships. The appropriate type commander will designate a subordinate command to assume CACO responsibility for the NOK residing locally. In any case, COMNAVPERSCOM must be immediately notified of casualty by calling 1-800-368-3202 (Comm (901) 874-3070).

1771.4 Guidelines and Assistance. Reference (c) contains guidelines for the CACO. This manual may be found in BUPERS CD ROM under "Manuals and Publications". Assistance with the Program may be received from COMNAVREG MIDLANT (N101) 757-322-2817 during normal working hours. After 1600 and weekends, contact COMNAVREG MIDLANT's CDO at pager 757-860-8731.